Activities Reporting Instructions

The system described below is different from what was said at the first Team Leader/Battalion Liaison meeting, but since team leaders will now be responsible for logging and tracking their team members' fulfillment of program requirements, this new process will make it easier for liaisons and leaders to access and maintain individual team member activity records.

Battalion and CERT Training, Continuing Educations and Community Events:
- When multiple battalions participate in a training or CE, the Battalion sponsoring the training or CE will be responsible for securing and submitting the attendance sheet
- Information on all attendance sheets should include**, name, email, phone no. and assigned team**
- Within 10 days of event completion, send Cynthia Imai <u>and other battalion liaisons</u> the attendee list in an excel format (You should have the emails for all the Liaisons)
    - Each battalion leader/liaison will be responsible for recording their attendees on their monthly Volunteer Hours Report with the exception of ongoing HAM Weekly Networking
        - HAM Weekly Networking reporting will continue to be submitted with the monthly Volunteer Hours Report by the HAM Liaison
    - Cynthia will consolidate all events into one workbook and submit to CERT, along with Volunteer Hours Report on a monthly basis

Reporting Activities:
- Monthly Volunteer Hours Report – send to Cynthia Imai (cynthia_imai@northcitycert.com) **by 5th of each month**
    - Report should include all activities that team members participate in for the month (i.e. team meetings, trainings, continuing educations, community activities, etc.)
    - Liaisons should report administrative time spent on their battalion's volunteer hours report
    - Report will be compiled into one workbook to forwarded to CERT and liaisons
- Monthly Continuing Education Report – send to Cynthia Imai and other liaisons **within 10 days of the event completion or by the last day of the month, whichever occurs first**
    - Make sure that attendee's name, email address, phone no. and assigned team information is provided
    - Cynthia will compile all activities into one workbook to forward to Carie and liaisons
- Refresher Training – send your RSVP list to Cynthia 10 days prior to the event. Include name, email, phone no, assigned team, and DSW Card expiration date (if known).
    - Once the event has occurred, an attendee list will be distributed to liaisons to be able to record team member's activity

- Guidelines when reporting your volunteer hours report:
    - Name– First name, Last Name (ex. Cynthia Imai)
    - Event – state if:
        - Continuing education (CE-event name);
        - Refresher Training
        - Team meeting – "(team name) Team meeting"; or
        - Other (O) and list activity; individual training should also be listed here
    - Date– xx/xx/xxxx (ex. 05/09/2009)
    - Hours – x.xx (ex. 3.00)
    - Remove all borders
    - List all like items together

Incorrect Format:

Volunteer Name	Event	Date	# of Hours
Bear, Smokey	Forest Meeting	March 17,2009	2
Smokey Bear	Radio Protocol Training	17 March 09	2.0
Smokey Bear	St. Patrick's Day Parade	March 17th	2 hours
Smokey Bear	CERT Ham Weekly	Mar 5, 12, 17, 24	1.0
Fire Fox	Forest Meeting	3/17	2
Fire Fox	CERT Ham Weekly	3/17/2009	2

Correct Format:

Volunteer Name	Event	Date	# of Hours
Smokey Bear	Forest Team Meeting	03/17/09	2.00
Fire Fox	Forest Team Meeting	03/17/09	2.00
Smokey Bear	Refresher Training	03/19/09	4.00
Fire Fox	Refresher Training	03/19/09	4.00
Smokey Bear	CE-CERT HAM Weekly Net	03/05/09	0.25
Fire Fox	CE-CERT HAM Weekly Net	03/05/09	0.25
Smokey Bear	CE-CERT HAM Weekly Net	03/12/09	0.25
Fire Fox	CE-CERT HAM Weekly Net	03/12/09	0.25
Smokey Bear	CE-Radio Protocol Training	03/20/09	3.00
Fire Fox	CE-Radio Protocol Training	03/20/09	3.00
Smokey Bear	O-St. Patrick's Day Parade	03/17/09	3.50

Questions: contact Cynthia at Cynthia_imai@northcitycert.com, or 619-417-6120.